

Date: November 22, 2013

To: Thomas J. Bonfield, City Manager

Through: Keith Chadwell, Deputy City Manager

From: Kevin Dick, Director, Office of Economic and Workforce Development
Michael Honeycutt, Senior Workforce Development Manager

Subject: City of Durham contract with Achievement Academy of Durham (AAD) for Workforce Investment Act (WIA) funded Youth Program Elements services not to exceed \$52,000.00

Executive Summary

This agenda item recommends approval of a contract between the City of Durham and Achievement Academy of Durham (AAD) in an amount not to exceed \$52,000.00 for Workforce Investment Act (WIA) Youth Program Element Services from January 1, 2014 through June 30, 2014.

Recommendation

The Office of Economic and Workforce Development (OEWD) recommends that the City Council authorize the City Manager to execute a contract with AAD in the amount not to exceed \$52,000.00 for WIA Youth Program Element Services and to authorize the City Manager to modify the contract provided that the modifications do not increase the dollar amount and the modifications are consistent with the general intent of the contract.

Background

In September 2013, the Office of Economic and Workforce Development issued a Request for Proposal (RFP) for the Workforce Investment Act (WIA) Youth Framework services. The request was advertised in the Durham Herald Sun and on the City of Durham's Office of Economic and Workforce Development's website.

Four proposals were submitted to provide Youth Framework services. The program services requested in the RFP included the following:

- Alternative Secondary Education
- Tutoring and Study Skills
- Leadership Development
- Adult Mentoring

AAD will be contracting to provide employment and training services for WIA eligible youth that included:

- a. **Tutoring, study skills training and instruction (including but not limited to pre-GED)**, will lead to completion of secondary school,

including dropout prevention strategies. Additional, special, or remedial assistance provided to a participant, often on an individual basis.

- b. **Alternative secondary school services/GED** Instruction leading to a high school diploma. Instruction may be provided outside of the traditional school setting, but programs must meet applicable state and local educational standards. Offerings may also provide instruction leading to the receipt of certification that an individual has completed a level of education attainment equivalent to completion of a high school diploma.

c. **Leadership development opportunities**

- Community services and peer-centered activities encouraging responsibility, employability, and other positive social behaviors during the non-school hours, as appropriate, and include:
 - Exposure to post-secondary educational opportunities
 - Community and service learning projects
 - Peer-centered activities, including peer mentoring and tutoring
 - Organizational and team work training, including team leadership training
 - Training in decision-making, including determining priorities
 - Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources.

- d. **Adult mentoring** is for the period of participation and a subsequent period, for a total of not less than 12 months.

The table below shows the timeline and process that was used for the RFP solicitation:

RFP Timeline

RFP Release Date		Monday, August 26, 2013
RFP Advertisement	30 Days DWDB Website Herald Sun/News and Observer	Monday, August 26, 2013 - Monday, September 30, 2013
Bidders Conference/Pre-Award Technical Assistance	Wednesday, September 11, 2013 11:00 a.m.-12:30 p.m.	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Due Date for Proposals	Monday, October 14, 2013 at 5:00 p.m.	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Staff Review of Proposals - Review for compliance		Tuesday , October 15, 2013 - Thursday, October 17, 2013
Review of Proposals by Panel	Monday, October 21, 2013 – Friday, October 25, 2013	OEWD 302 E. Pettigrew Street, Suite 190

		Durham, NC 27701
Presentation(s) to Review Panel	November 7, 2013	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Youth Panels finalize recommendation	Friday November 22, 2013	OEWD 302 E. Pettigrew Street, Suite 190 Durham, NC 27701
Durham Workforce Development Board meeting	Thursday, November 21, 2013 at 8:30 a.m.	Holton Career & Resource Center
Contract(s) Considered by Durham City Council	Monday December 16, 2013 7:00 p.m.	City Council Chambers 101 City Hall Plaza Durham, NC 27701
Start Date of Programs		January 1, 2014

Issues/Analysis

A review panel comprised of Durham Workforce Development Board (DWDB) and Youth Council board members met on November 7 from 11am-3:00pm to review responses/presentations from organizations that submitted a response to the WIA Youth Framework RFP that closed on October 14th. OEWD received the following two (2) proposals from Community partnerships Inc., and Operation Breakthrough. The review panel scored both responses to the RFPs. The following table shows the reviewer's scores and the average scores for each proposal that was submitted.

Youth Program Review Committee Scoring Matrix

Panelist	Durham Workforce Development Board Affiliation	AAD Score	Asoka Score	ETS Score	SSTC Score
Reviewer 1	DWDB/YC member	103	102	90	90
Reviewer 2	DWDB member	104	62	76	75
Reviewer 3	DWDB-member	79	0	70	43
Reviewer 4	Youth Council member	39	0	98	12
Avg. Scores		81.25	41	83.5	55

Based upon the above scores, the review panel recommended that AAD be awarded the contract to provide WIA Youth Framework services for up to 40 WIA eligible participants) between January 1, 2014 through June 30, 2014, with the option to renew the contract (annually) for up to two years. This recommendation has been reviewed and approved by the Durham Workforce Development Board at their November 21, 2013 board meeting.

Alternatives

The City Council could elect to not enter into a contract with AAD. This alternative would leave the City without a prospective provider of the services outlined in the Background section and would force OEWD to re-advertise the Youth Framework Services Request for Proposals. This alternative would also interrupt WIA employment and training services to currently enrolled participants and hinder the Departments ability to enroll new clients into the program until another provider is identified through the RFP process.

Financial Impact

Funds for this contract will have no impact on the City of Durham General Fund. Funds for this contract are paid with federal WIA Youth dollars that are received by OEWD from the United States Department of Labor through the North Carolina Department of Commerce Division of Workforce Solutions to the City and the Durham Workforce Development Board.

SBDE Summary

An SBDE summary is inapplicable because project-specific goals have been set and no SBDE's are involved in this item.

Attachments

Workforce Investment Act Contract with AAD, containing 37 pages.